

Form FHA 021-4

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:
State Office
Area Office
Local Office

STATE PROCEDURE
NOTICE

ISSUE NO. 276

DATE: 07/23/03

RURAL DEVELOPMENT MANUAL CHANGE

PA Instruction 2006-I
to reflect management changes due to restructuring.

GENERAL - This instruction is updated

REMOVE:
PA PN 263 (pages 1 & 2)

INSERT:
PA PN 276 (pages 1&2)

Part 2006 - Management

Subpart I (PA) - WORK ORGANIZATION/CALENDARS OF WORK

§ 2006.401 - Purpose

This instruction is designed to provide Program Directors (PD), Area Directors (AD), and Local Managers (LM) with policies and procedures to assist them in strategic planning and accountability.

§ 2006.402 - General

(a) To achieve more effective operations and efficient use of personnel, Rural Development employees should plan and organize their work on an annual, monthly, and weekly basis. Effective planning involves scheduling the necessary amount of time for each of the various office activities at a time during the year when they should be receiving attention.

(b) Calendars of Work - All employees who travel or have scheduled office appointments shall prepare individual calendars for the ensuing month. OF-67, or similar form, may be used for this purpose. Electronic calendars may be used, as long as they are printed and filed at the end of each month.

(i) Individual calendars and itineraries will include:

1. Identification information, including the month, year, office name, staff member's name and staff member's position;
2. Purpose of all meetings and visits;
3. Annual leave and compressed or maxi-flex days off;
4. Rural Development sponsored meetings;
5. Training meetings or sessions;
6. Work organization or staff meetings;
7. Meetings with outside groups;
8. Office appointments - (include time);
9. Field visits (include time);
10. Meetings or visits by the Program Director or other members of the State Office;
11. Visits and reviews by the National Office, State Office, and State Internal Review Team; and,
12. Any other information employees may need in order to complete their individual monthly calendars; e.g., when visiting a project in a county, whether or not other staff members will be needed during the visit.

- (ii) When changes are made to calendars, the employee is responsible for notifying his/her supervisor as soon as possible. If the changes impact other offices or employees, inform the supervisor immediately.
- (iii) During the month, the individual monthly calendars will be marked as follows to show accomplishments:
 - 1. A line is drawn through the entry when the activity is completed.
 - 2. An "R" is written over the entry when the activity is rescheduled. The date of the rescheduled appointment is written in as well.
 - 3. An "X" is written over the entry when the activity is cancelled.
- (c) Work Organization Meetings (WOMs) - PD's, AD's, and LM's should hold regular Work Organization Meetings (WOMs) with all staff members to review progress made, discuss immediate work to be accomplished and develop plans for carrying out such work. Agendas may be used to efficiently direct the meetings. Brief minutes may be taken to document meetings.
- (d) Office staffs will retain their individual monthly calendars and combined itineraries (if established) in an operational file labeled "**2006-I - PA Calendars of Work/Work Organization - FY _____**" for five fiscal years.